

LETTERHEAD STATIONERY

7 spaces

18 November 1966

10 spaces

REGISTERED MAIL

Mr. E. M. Smith
Chief, Regional Budget and
Accounting Office
Blank Typewriter Company
New York, New York 12180

Attention: Mr. C. H. Brown

Dear Mr. Smith:

The letter form of correspondence is used by CIA officials to communicate with Government agencies or their officials and private individuals and organizations whenever use of the memorandum form is inappropriate.

If a date is used at the time of typing, type the date five lines below the last line of the letterhead and place it flush with the right margin. The finished letter should have a well-balanced appearance. The length of the message will control the margin settings.

Type in all caps any instructions for special handling, such as: SPECIAL DELIVERY, AIR MAIL, and REGISTERED MAIL. Place these instructions two lines above the address, flush with the left margin as shown in the address of this letter.

Begin the body of the letter two lines below the salutation line. Short letters of only one paragraph or one sentence may be double spaced. Type longer letters in single space and double space between the paragraphs. Indent the paragraphs five spaces but do not number them.

Type the complimentary close two lines below the last line of the body of the letter, beginning at 50 on the line indicator.

Type the name of the signing official five lines below, and centered with respect to, the complimentary close. Center the official's title immediately below his name. Place the title on two lines if it is necessary to do so. The official's name and title are typed in initial caps.

At least one inch

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Place the heading for the continuation page six lines from the top of the paper and then space down four lines to begin the body of the correspondence. Plain bond is used for all continuation pages. The pages are to be numbered in arabic numerals at the bottom as shown in this copy, putting the number about one-half an inch from the right edge of the paper.

If there is an enclosure with the letter, the enclosure is shown on the original as well as on the carbon copies. A single enclosure is not identified by a number.

When it is desired to indicate to the addressee that persons or organizations outside CIA are to receive carbon copies, list the recipients on these copies under "cc" on the original.

The distribution and the identifying line are shown only on the carbon copies retained in the Agency.

The clearance classifications and control markings (if any) are repeated on the original and all carbon copies.

Very truly yours,

Walter A. Letterwriter
Chief, Logistics Services Division

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RECORDS AND CORRESPONDENCE

9 November 1966

STAT

PREPARATION OF CORRESPONDENCE

1. Effective immediately, an information copy of papers addressed to the Director of Central Intelligence or prepared for his signature will be provided for the Deputy Director of Central Intelligence.

2. Papers prepared for the signature of the Deputy Director of Central Intelligence will show one of the following signature lines, as appropriate:

Rufus Taylor
Vice Admiral, U. S. Navy
Deputy Director

Rufus Taylor
Vice Admiral, U. S. Navy
Deputy Director of Central Intelligence

When a complimentary close is required, "Sincerely," will be used.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

R. L. BANNERMAN
Deputy Director
for Support

DISTRIBUTION: AB

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